

# MYERS-BRIGGS TYPE INDICATOR® | STEP I™ COMMUNICATION STYLE REPORT

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## About Your Report

**You communicate with others every day. You may not always take the time, though, to think about how your natural communication style affects others. Your Myers-Briggs® Communication Style Report is designed to help you become aware of some important differences in communication styles.**

The MBTI® assessment was developed by Isabel Briggs Myers and her mother, Katharine Cook Briggs, based on the personality type theory proposed by psychologist Carl Jung. The assessment identifies which of 16 different personality types best describes you. Personality type is a nonjudgmental tool for understanding the strengths and gifts of individuals. All personality types are equally valuable and useful.









This report can help you

- Understand more about your Myers-Briggs personality type preferences
- Learn about and appreciate your natural communication style and the influence your personality type has on it
- Learn strategies for adapting your style to communicate effectively with others

Your MBTI type indicates which preference you favor in each of four pairs of opposites.

## HOW YOUR REPORT IS ORGANIZED

- Your Myers-Briggs® Personality Type
- Clarity of Your Preferences
- Extraversion and Introversion in Communication
- Sensing and Intuition in Communication
- Thinking and Feeling in Communication
- Judging and Perceiving in Communication
- Your Communication Style
- Communication Tips for Your Personality Type

EXTRAVERSION 	or	 INTROVERSION	Opposite ways to <b>direct and receive energy</b>
SENSING 	or	 INTUITION	Opposite ways to <b>take in information</b>
THINKING 	or	 FEELING	Opposite ways to <b>decide and come to conclusions</b>
JUDGING 	or	 PERCEIVING	Opposite ways to <b>approach the outside world</b>

Keep in mind that this report describes your natural preferences, not your learned skills or abilities. Everyone can learn to use all of the preferences to communicate effectively. Your report gives you general descriptions about how people with your preferences tend to communicate. These descriptions aren't intended to limit you; they're meant to help you recognize your natural style and see how your communication style differs from others.



## Your Myers-Briggs® Personality Type

Your answers to the questions on the MBTI assessment show which preference in each of the four pairs of opposites you prefer.

Your reported Myers-Briggs personality type

**ENFP**

Your preferences

**Extraversion | Intuition | Feeling | Perceiving**

Although each of us can and does use all of the preferences at least some of the time, people typically find one in each pair more comfortable and natural than its opposite. Think of your choices as something like being right- or left-handed. Both hands are valuable and useful, but most people use the hand they favor naturally more often and become more adept with it. In the same way, your type preferences are choices between equally valuable and useful qualities. Your ENFP results are described below.

### THE WAY YOU DIRECT AND RECEIVE ENERGY

#### Extraversion

People who prefer Extraversion tend to direct their energy toward the outside world and get energized by interacting with people and taking action.



#### Introversion

People who prefer Introversion tend to direct their energy toward their inner world and get energized by reflecting on their ideas and experiences.

### THE WAY YOU TAKE IN INFORMATION

#### Sensing

People who prefer Sensing tend to take in information that is real and tangible. They focus mainly on what they perceive using the five senses.



#### Intuition

People who prefer Intuition tend to take in information by seeing the big picture. They focus mainly on the patterns and interrelationships they perceive.

### THE WAY YOU DECIDE AND COME TO CONCLUSIONS

#### Thinking

People who prefer Thinking typically base their decisions and conclusions on logic, with accuracy and objective truth the primary goals.



#### Feeling

People who prefer Feeling typically base their decisions and conclusions on personal and social values, with understanding and harmony the primary goals.

### THE WAY YOU APPROACH THE OUTSIDE WORLD

#### Judging

People who prefer Judging typically come to conclusions quickly and want to move on, and take an organized, planned approach to the world.



#### Perceiving

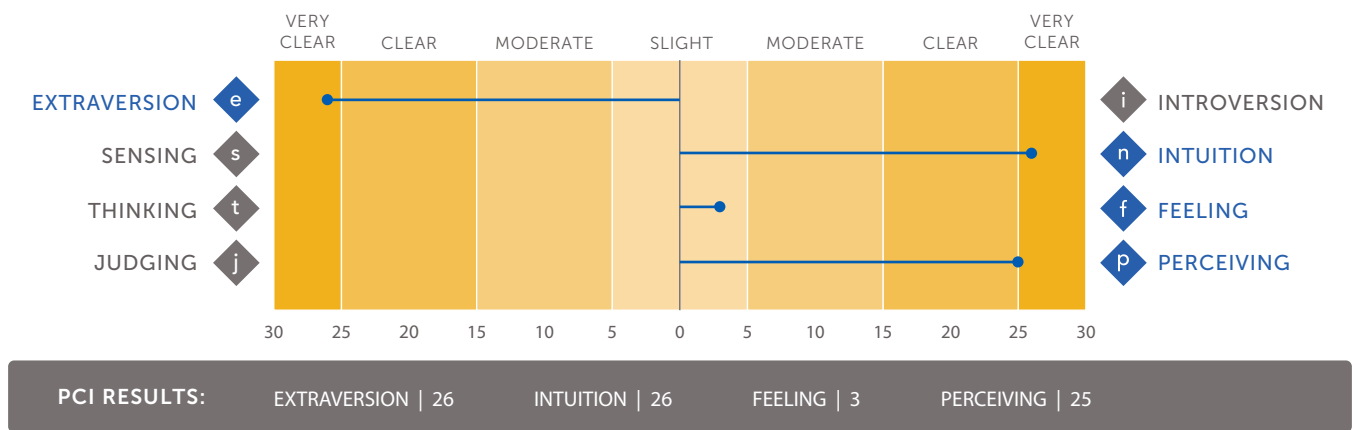
People who prefer Perceiving typically look for more information before coming to conclusions and take a spontaneous, flexible approach to the world.



## Clarity of Your Preferences

Your MBTI responses also provide a picture of how clearly or consistently you chose your preference in each pair of opposites. This *preference clarity index* (pci) is indicated in the graph below. A longer line suggests that you are quite sure about a preference; a shorter line means that you are less sure about whether that preference truly describes you. Your preference clarity does not indicate how well developed your preferences are or how well you use them.

### CLARITY OF YOUR PREFERENCES: ENFP



Do your assessment results seem to fit? Many find that their type results capture their personality attributes quite well. Others find that changing one or more of the preferences in their four-letter type yields a type description that fits them better. Your results can be influenced by circumstances, experiences, demands, and expectations you were feeling when you took the assessment. If your reported type does not seem to fit, work with your Myers-Briggs practitioner, who can assist you in finding the type that fits you best.



## Extraversion and Introversion in Communication



Let's talk this over.

You prefer Extraversion over Introversion.

### EXTRAVERSION

#### Your Key Strengths

- Are active, energetic, and enthusiastic
- Think on your feet
- Establish networks of contacts
- Have a broad range of interests
- Provide extensive information and feedback

#### Your Communication Approach

- Seek interactions and diversions
- Share thoughts freely in lively group discussions
- Can discuss a wide range of topics
- Change topics and opinions as a conversation progresses
- Think out loud
- Share ideas or information immediately
- Respond rapidly
- Talk more than listen
- Interrupt and may finish other people's sentences
- Ask lots of spur-of-the-moment questions

#### Tips for Communicating with Introverts

- Let them finish their thoughts; don't interrupt them
- Think before speaking or let them know that you are thinking out loud
- Respect their need for privacy, build trust, and ensure confidentiality
- Choose a time and place to communicate with a minimum of distraction
- Speak slowly and calmly (without being condescending)
- Pause and wait for a response; don't jump in to fill silence, especially with small talk
- Have one-to-one conversations rather than communicating in a group setting
- Don't come across as imposing or demanding an immediate response
- Provide information ahead of time and allow time and space for processing
- When possible, provide written information that they can consider in their own time



## Sensing and Intuition in Communication



I can see it all now.

You prefer Intuition over Sensing.

### INTUITION

#### Your Key Strengths

- Are open to possibilities
- Anticipate and create change
- Are future oriented; see trends
- Link and integrate information
- Generate ideas

#### Your Communication Approach

- Want to know implications and relationships, not just facts
- Become bored or impatient with details
- Like to brainstorm or play with ideas and imagine what could be
- Focus on the future and long-term aspects and effects
- See patterns and understand the big picture
- Are stimulated by possibilities; seek to create, grasp, and share new ideas
- Use metaphors, analogies, and other forms of symbolic language
- In conversations, may jump across topics exploring links
- Trust and are eager to apply theories, models, and frameworks
- Don't like to be hampered by barriers or limits

#### Tips for Communicating with Sensing Types

- Be practical and find ways to bring ideas down to earth
- Talk about how to immediately apply information
- Provide concrete examples to prove that your ideas work
- Share your observations and experiences
- Present information sequentially and include relevant facts and details
- Show a plan and a procedure when initiating change
- Link new ideas to what is happening now
- Focus on and preserve what is working well
- Avoid extensive use of metaphors and analogies
- Use words that relate to sensory and real-life images



## Thinking and Feeling in Communication



Will anyone be hurt?

You prefer Feeling over Thinking.

### FEELING

#### Your Key Strengths

- Empathize and develop rapport
- Can often see and appreciate others' perspectives
- Are supportive, nurturing, and interested in others
- Enjoy cooperating and collaborating
- Connect with others and create a harmonious environment

#### Your Communication Approach

- Focus on situational and subjective beliefs and values
- See strengths and positive attributes
- Enjoy encouragement and positive feedback
- Share personal situations, case histories, stories, and examples
- Want to get to know someone personally
- Like making links to and connections with others
- Like collaboration and want to cooperate
- Are warm, supportive, expressive, and affirming
- Focus on positive atmosphere and harmony
- Are interested in people and their needs

#### Tips for Communicating with Thinking Types

- Be calmly objective and demonstrate your competence
- Offer honest and frank corrective feedback as well as positive comments
- Detach from situations and view them logically and objectively
- Support your opinions with logical reasoning and clear thinking
- Avoid becoming emotional or passionate when discussing issues
- Be straightforward, reasonable, clear, precise, and concise
- Focus on tasks and objectives as well as on individuals involved in the situation
- Be prepared to sometimes engage in competitions, debates, or challenges
- Show cause-and-effect relationships and pros and cons
- Provide data and ideas only from credible information sources



## Judging and Perceiving in Communication



Let's wait and see.

You prefer Perceiving over Judging.

### PERCEIVING

#### Your Key Strengths

- Are flexible and adaptable
- Respond to the situation as needed
- Are open to new information
- Generate and consider a wide range of options
- Take an easygoing approach to change

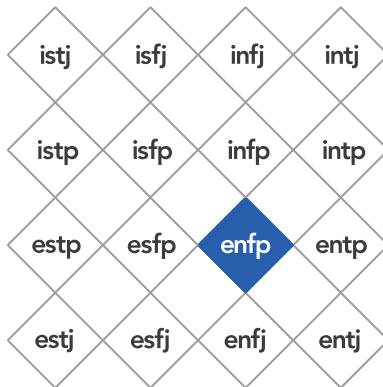
#### Your Communication Approach

- Seek new information and explore options
- Include lots of data and ideas in the decision-making process
- Have a flexible, spontaneous, and unstructured communication style
- Are open to responding to unexpected requests or opportunities
- Can postpone decisions or make tentative decisions that can change
- Seek input from others exactly when you need it
- Feel boxed in if immediate decisions are requested
- Ask questions and provide options
- Prefer open-ended discussions and language to conclusive statements
- See opportunity in interruptions and diversions

#### Tips for Communicating with Judging Types

- Set and follow a schedule
- Offer conclusions and your rationale to facilitate decision making
- Be willing to make a decision and move forward
- Share information in a structured and organized way
- Avoid sharing too many open-ended options; focus on what is most important
- Negotiate specific time lines and deadlines
- Consistently meet commitments; show up on time and deliver results
- Provide clear roles and expectations when assigning tasks
- Make and follow through with plans
- Avoid adding unexpected tasks or options to a project, especially at the last minute





## Your Communication Style

### ENFP Communication Highlights

- Are outgoing, optimistic, caring, genuine, and compassionate
- Energetically and enthusiastically encourage and persuade others
- Identify opportunities to develop human potential and improve people's situations
- Champion changes that provide possibilities and improve processes for people
- Help people find niches, develop strengths, and compensate for weaknesses

### At First Glance

- Empower, advocate for, and encourage the individual in the organization
- Enjoy collaboration, cooperation, and the sharing of ideas
- See potential and possibilities in people; focus on relationships and growth
- Create and share a wealth of innovative ideas and a vision of the future
- Value and encourage diversity; enjoy working with a wide variety of people

### What You Want to Hear

- People's experiences, feelings, thoughts, viewpoints, and ideas
- Conversations showing that people are interested in getting to know each other and developing relationships
- General guidelines and information, not specific directions or commands
- Theories and models that will enhance growth, learning, and development
- Collaborative language focusing on teamwork and individual contributions

### When Expressing Yourself

- Are highly participative, sociable, and friendly; connect and develop rapport with others
- Use empathy when interpreting situations and dealing with others
- Are sensitive to group dynamics; highlight and integrate ideas and input
- Often teach, counsel, facilitate, motivate, negotiate, recruit, and resolve conflicts
- Challenge accepted practices if not aligned with human values or needs

### Giving and Receiving Feedback

- Validate, appreciate, and celebrate unique and valuable individual contributions
- Seek to please others; motivated by positive feedback and encouragement
- Like to be mentored or supported within the work setting rather than supervised
- Are sensitive to, and can be hurt by, feedback that is objective and task focused rather than personal
- Will give more positive than corrective feedback and may hesitate to criticize others



## Communication Tips for ENFPs

Here are some strategies to help you adapt your natural way of communicating to accommodate people with different personality types.

- Some people can see personal involvement as interference rather than encouragement. Learn when to back off from discussing personal matters to avoid being seen as intrusive or not businesslike.
- To ensure that you don't lose sight of the task at hand, avoid becoming distracted by people's stories and needs.
- Be practical and logical as well as personal and inspired. Make sure your ideas are grounded and realistic. Others will need to see the logic and details underlying your innovative ideas.
- Remember that not all people are motivated by the concept of personal growth. Show how personal development links to developing competencies, enhancing performance, and affecting business results.
- Some people distrust highly energetic and enthusiastic persuasion. Be willing to tone down the pace and energy level when you present information and ideas to people who are more reserved, quiet, or skeptical.
- Be open to giving and receiving constructive feedback and see this as an opportunity for growth. Be careful not to take feedback personally.
- It may be easy for you to change course and leave projects undone. This can irritate those who are strongly task and deadline oriented. As well as conceptualizing and implementing ideas, be sure to follow through and finish tasks.

## Next Steps for Improving Your Communication

- Highlight the statements on the previous pages that most accurately describe you. Consider how your communication preferences affect your day-to-day interactions in positive ways and how your preferences may affect your interactions in negative ways.
- Review the suggestions for communicating with people who have a preference different from yours. Choose one or two tips to try first. After using the tip(s), assess whether the change has improved your communication.
- Review the tips for communication tailored to your personality type. Try one out. Track your progress by assessing whether the change was helpful.
- Learn about type dynamics, a theory that offers a deeper look into your communication style. Type dynamics can help you understand why and how you typically communicate and how your communication style may change when you are stressed.
- Discuss type development with the professional who recommended the MBTI assessment to you. Type development provides insights into how and why your communication style may evolve as you age.

